

Village of Weston, Wisconsin
OFFICIAL PROCEEDINGS OF THE BUILDING COMMITTEE
held on Wednesday, November 11, 2020, at 4:30 p.m., at the Weston Municipal Center

AGENDA ITEMS

1. Meeting called to order by Committee Chair, Mort McBain, at 4:30 p.m.

2. Roll Call by Secretary Parker

Roll Call indicated 10 of 12 Committee Members present.

<u>Member</u>	<u>Present</u>
Bender, Bob – Citizen	Yes
Bushnell, Brian – Citizen	Yes
Ermeling, Barb – Trustee	Yes
Ermeling, Bryan – Citizen	Yes
Gau, Duane – PC Member/Citizen	Excused
Guerndt, Gary – PC Member/Citizen	Yes (late)
Jordan, Joe – PC Member/Citizen	Yes
McBain, Mort – Citizen	Yes
Meinel, Steve – Trustee/PC Member	Excused
Nelson, Aaron – Citizen	Yes
White, Loren – Trustee/PC Member	Yes
Zeyghami, Hooshang – Citizen	Yes

Staff present: Donner, Higgins, Wodalski, Trautman, Crowe, Tatro, Osterbrink, and Parker

Others present: President Maloney, Jon Wallenkamp, and Greg Johnson

3. Approve Minutes of Meeting of November 4, 2020

Bushnell commented that on Page 5, where it states his question on parking lot lighting, he would support a charge station for electric vehicles for the future. He stated the way it was written was as if he was asking for it immediately, which was not his intent. He also clarified that he did not ask for free service. He clarified that he talked about a service in the future with a charge per user. He questioned if the charge service (itself) requires 2,000 amp service. Wallenkamp stated that discussion was on what the entire service was to the whole building. He stated a charging station would not require a 2,000 amp service.

Parker brought up Brian Ermeling's e-mail she received for correction to the minutes, where it stated (on page 5) that he "confirmed" the snow storage would be on site, and he actually stated that he "questioned" if snow storage would be on site.

Motion by Jordon, second by Barbara Ermeling, to approve the November 4, 2020 minutes, with corrections as noted in the discussion.

Yes Vote: 9 No Votes: 0 Abstain: 0 Not Voting: 3 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Bob – Citizen	YES
Bushnell, Brian – Citizen	YES
Ermeling, Barb – Trustee	YES
Ermeling, Bryan – Citizen	YES

Gau, Duane – PC Member/Citizen	NOT VOTING
Guernndt, Gary – PC Member/Citizen	NOT VOTING
Jordan, Joe – PC Member/Citizen	YES
McBain, Mort – Citizen	YES
Meinel, Steve – Trustee/PC Member	NOT VOTING
Nelson, Aaron – Citizen	YES
White, Loren – Trustee/PC Member	YES
Zeyghami, Hooshang – Citizen	YES

4. Review Revised Facilities Design

Wallenkamp discussed the area designated for future growth in the offices. He showed the shop area with equipment parked in stalls to give a visual of how the stalls will be used. Wallenkamp commented on how they are still working on revisions to the first floor with the lunchroom and training areas. They are still looking to move that wall in and look at this as one large space.

White asked to receive a copy of the latest revisions to the drawings. Wodalski stated they will upload these to the that Onedrive folder.

Wodalski questioned the second level, and asked the Committee if this is what they wanted to see.

McBain questioned if there is an elevator there. It was stated this building will be ADA compliant, and the elevator will open into a secure area.

White questioned where the upper lever break area is. Wallenkamp stated it is not on here yet.

Maloney commented on the entire shower and locker rooms on the 1st floor. He questioned who will use it and who will clean the shower area. Maloney visited industrial businesses and mechanics shops, and he thinks about these people who have to go home all sweaty and dirty, and he wonders about such a huge commitment to that room, if it is really necessary. He does not feel staff going running on their lunch hour or playing a little basketball equates to the necessity. He is fine having this for the road crew, but if left unused, it would be an awful lot of expense to sit there. He sees this entire building being used by the community, except for the shower and locker rooms. He feels that is a little entitled and is not sure he could field that question if it comes from the public. He stated how there are employees (working for restaurants) out there cooking fish fry's all day long and smell like it, and have to go home that way, and how it is not fair for them to pay on their taxes for such a room as this.

Nelson stated right now they don't have much for a locker room or shower room, and questioned Wodalski if he thinks employees will use this?

Ermeling feels we need to have at least one shower in each (men's and women's locker room). She gave an example of an employee who was sprayed by sewage during sewer cleaning, and how he had to go home to shower and change, when he could have done it here. Tatro commented on how the public works staff has uniforms and use the lockers for that.

Wodalski stated the Public Works staff currently have lockers where they keep their uniforms and (personal) items, that is open to the shop. He has not kept a tally on how often the shower is used. He stated how public works staff keeps their work boots in their lockers. He pointed out how some may change from their greasy work shirt into a t-shirt before they go home.

Nelson confirmed that the public works (street, utility, parks, etc.) will have individual lockers. Nelson feels this drawing is somewhat deceiving as there is very little shower space, most is locker space for staff.

Wallenkamp stated after 30 years of this work, and doing 5 or 6 of these per year, the number one thing that field employees want is good locker rooms, shower rooms, rest rooms, and break room. He stated if we are going to challenge that space, we should reach out to those employees who would use it. He stated that one thing that has been brought up lately is the idea of a unisex room that has private showers for anyone. He stated perhaps we look at a unisex room that has a couple of showers, which could then allow us to cut down the footprint some. Wallenkamp stated the finishes in these rooms are concrete block walls with epoxy paint; the floors are concrete, and any wet walls will be tile (a requirement of building code). He stated the shower stalls will be acrylic, the dressing area would be a hard surface. He stated these are set up nearly the same as the Public Safety Building. Wallenkamp stated typically the field staff want the same as public safety staff.

Maloney stated he is not questioning the public works staff using this. He is questioning the administration staff using this. He stated we are not building this for administration staff to have the luxury of being able to take a shower when these should be meant for the public works staff.

Bender stated he feels the size of the lockers will matter, and not looking at a lot of space. If when turning around working on vehicles, mechanics have the opportunity to change and clean up a little bit, they will use it more often.

White feels if we go to the point of only allowing this for public works staff, we should then look at the option of getting office staff a locker in their office.

Bryan Ermeling stated per this chart, many of offices have lockers in them. He likes the unisex idea. He questioned if this plan for locker room factors in all employees and new employees going out 40 years, or every field employee plus 25% of the office staff.

Wallenkamp stated this allows for office staff to have a smaller size locker. It is not planned for lockers in offices.

Bushnell questioned if any neighboring municipalities have similar amenities. Wallenkamp stated Portage County recently doubled their locker room, break room, and lunchroom.

Wodalski stated both Kronenwetter and Rothschild have their public works out of different buildings.

Donner stated he asked a question through the ICMA Peer Assistance Resource Center, and received 4 replies. Kronenwetter offers an exercise room for Public Safety employees, but that it is open to Administrative Staff. The locker room is used and designed for all employees. Donner read a message from Oshkosh, who recommends we plan for accommodations for all employees for present and future, he stated they suggested a modestly set-up facility which will not only help with potential gender discrimination, it also sends a message that they are open to a more diverse workforce. The cost of the actual square footage will be worth avoiding future headaches. They agree to have locker rooms available for all staff. The City of River Falls installed a single shower changing room in 2009. It is used for multiple purposes, as an exercise room and break room with tv. They have male and female locker rooms which are used daily by a large percentage of their

employees. Donner also stated he received a plan from the City of Middleton. Wallenkamp indicated familiarity with this project and that it has a full locker room.

Ermeling questioned if we could design with a unisex shower. Maloney commented on how when camping or at truck stops, he sees more and more where men's room is on one side, women's room on the other, and

Ermeling asked if we could do for unisex. Maloney sees more and more a locking shower in between the men's room and women's room.

Wallenkamp stated we can take advantage of that universal space. Wallenkamp stated by doing it that way, even if a public space, we can control where people are going.

Gary Guerdnt arrived at 5:06 p.m.

5. Discussion of Project Costs and Financial Impacts

Donner stated Trautman and Greg Johnson were present too to discuss this.

Donner went over his draft presentation which addresses our current situation of debt and taxes; the 2020 – 2024 CIP, adopted on March 16, 2020. White commented on Slide 13, where the first 3 categories are paid for by the users (Water, Sanitary, Storm), and it should be emphasized.

The members agreed that this was more information than what they feel they can explain to residents and to be able to keep their attention span.

Bushnell suggested the document should start with the bottom line, what is it going to cost, how long are we going to borrow it, and what is it going to do to add to the property tax bill. If he can keep people's attention long enough, he would start with all of the reasons why the Village is in the position to borrow money now, and go from there.

McBain commented, agreeing that people are going to want to see the bottom line, not charts with hard to read numbers, showing how this project will impact a resident's tax bill; what percent increase.

Bender stated that we need to remove all the extra information and get right down to the tax rate, as that is what people will want to see. He stated then the back-up of that should be showing how and when taxes will pay down the debt. He said to show what we know today, but also explaining we don't know what will come in the future, with the understanding that growth will help aid these costs as well.

The members agreed that Slide 15 (Estimated Village Debt Portion of Tax Rate 2020-2024) is closer to what they would like to see.

Bushnell stated he is hoping the marketing person will be able to make it so it is understandable.

Johnson explained his PowerPoint is from March, 2020, just before COVID hit. At that time the plan was to hold a public informational meeting to discuss the fiscal impacts, the impacts on tax levy, and how a homeowner can determine what their costs will be. It was meant to be just an informational piece that owners can watch and the audio would explain the context. Johnson stated with the audio, the presentation is under 10 minutes and consists of 4 slides. Wodalski was unable to play the video with audio, so Johnson explained it to the committee.

They agreed the 2nd slide is good, and felt the 3rd slide has too much information. Johnson explained the 3rd slide (Municipal Complex total Project Cost of \$15 Million), shows a homeowner exactly what they would pay on their tax bill, based on their home value and year. It was explained this number represents the cost of the municipal center alone. The member thought to turn this information into a graph would be helpful.

White questioned if the TID 1 is paid off in 2031. Johnson stated the TID would come on after the closure and increase the values, which will impact the tax rate on debt and operations. Johnson explained this is the conservative assumption to use and display in projections.

McBain explained to the committee the TID District and how the taxes work. Bender asked if the equalized value includes TID. Johnson stated it won't be reflected until after the TID closes. Johnsons stated the closure for TID1 will depend on the projects in it.

Wallenkamp stated he has seen it presented over 10 years, showing the average household (over 10 years) at \$150,000, and the costs being something around \$250.00 per year (for example). It was discussed this would be a good way for us to show the average impact on taxes over a number of years.

6. Discussion of Progress on Public Communications

a) Discuss list of FAQ's

Donner stated we have received helpful lists from many of this committee and a written list was distributed. Zeyghami found a FAQ's document from a similar project in another municipality which had not been copied but, is in the One Drive.

McBain referred to question #6, and how it would be helpful to have answers right along with the question.

In discussing examples, White brought up the question "Why is it so fancy?" Maloney stated to then try to break the question down by asking what things are in there that you think are fancy. Zeyhgami commented how this is not fancy, it is modern.

Bender stated a question could come in as to why such a big entrance, where the answer could be for security, ventilation, etc.

Donner stated the members should bring him their questions, and staff can answer. Maloney stated he could help too. It was agreed we should have canned answers to keep answers uniform.

Zeyghami stated we need a site plan and building assessment link in there to take you to the floor plan, site plan, and elevation. He suggests a site plan for the current facility why difficult to lay over and then new site.

They can email their questions and answers.

White stated when submitting his, and what he suggested, the shorter the answer that's complete the better. White stated to not have technical jargon either.

b) Public Information Strategy

McBain explained how he, Donner, and Crowe met with Jeff Busha who is helping develop the visuals for newsletter that will go out, and they are also working with a PR firm, who will polish up the materials we are developing and make them look good. We are working on when we want to initiate the first blast to the Village. Looking at the 23rd (of November) to have something out.

Donner stated looking at a time between now and end of the month to get materials ready. We want to prepare a 2-sided flyer to introduce the project and justification and insert them with the tax bills. We are also going to start putting out e-mail blasts. We will direct people from the flyer to the website where more detailed information will be found.

McBain stated the key is people getting their tax bill, and introduce this as part of their tax statement. It will tell about the project, about the (citizen) committee working on their behalf, and that we want to keep them informed. This will also list committee members' names with phone #'s. We will inform residents if they have questions, to call the committee member.

Maloney feels everyone will review this from their tax bill mailer and asked when we will see activity on that corner. He feels the public will be looking for progress.

Bushnell asked what will happen to get construction season started early. Wallenkamp explained how that they stopped with construction drawings, to wait until this committee was done making modifications to the plan.

Donner stated with input coming in by this committee and the possibility of changes to the interior floor plan, he had Kueny wait to complete final drawings. McBain stated. McBain does not want work to start until after publication. McBain stated then Wallenkamp can start work. Wodalski stated at next meeting we can finalize the interior.

McBain does not want to hold anything up any longer. Anything else can be done behind the scenes with the team, and we need to keep going and not get boxed in with later bid date.

Guerndt stated the contractors are not real hungry as they are all backlogged. Jordan stated he knows there are good contractors that will see this and will take this job. Guerndt felt there were local contractors who will be interested in this project since it is close to home.

Zeyghami questioned the schedule and asked to see it. Wallenkamp will bring it to next meeting.

Wodalski stated Higgins reminded him the site plan has to go to PC for approval.

McBain indicated the goal is to include this in the first newsletter, social media blasts, and will have a draft for next meeting. McBain asked if staff can get draft out to committee ahead of meeting.

Guerndt commented on the tax bill mailer, and is worried it will be looked at as negative by the taxpayers. He suggests a separate mailer before that. He feels this project will get a bad rap if we include in the tax bills. McBain stated they concluded this is a very honest way and that we take whatever comes. Guerndt suggested to send out separately, then in tax bill put a reminder slip.

Bushnell commented he observes only a few people in his apartment complex read the newsletter that comes out. He feels if it is in with taxes, they will open it and will read it. Guerndt stated to send out a social media blast ahead of time.

McBain stated we want them to read this, and we know some will be negative. McBain stated at some point we have to deal with this. The Board will receive a lot of heat, the Building Committee is the buffer between the residents and the Board.

McBain stated if residents call, we will have a cheat sheet (FAQ's) to refer to.

Nelson stated to keep in mind, when the tax bill goes out, it also represents county, school, etc. He expressed a sentiment for a separate mailing.

White feels a short blast on social media and website giving advance notice would be good. Guerndt feels to give it to them in a different mood or mindset is best (not included with the tax bill).

White commented by placing a sign at the site, may stimulate some interest. Guerndt feels we need something in social media before the sign goes up.

McBain stated at next meeting we will finalize how we will be sending out the information.

Bushnell stated if not with tax bill, then no more than 1 page, with large print, be open and say this will be a big building, what the overall cost will be, and what it will cost you based on \$150,000, etc.

Wallenkamp stated most people want to know how it will affect them on their tax bill. Wallenkamp stated open houses don't generally draw in a lot of people. He feels we need to just get it out and be willing to react.

Ermeling agrees the tax bill is bad time. They are going to see the taxes went up \$100, and then see the building will cost another \$150.

Bender questioned the reality is the cost of the building, but the amount on the tax bill won't be that amount. If we did nothing we would not need the \$1.25 million in budget to pay debt. Donner brought up the last slide in Johnson's presentation, which is the graphic with 3 colors. We should go with baseline information and carry forward.

Bender commented the best way to present this, is that it will cost this amount based on a certain value, then when someone asks if that is what they are paying on the tax bill. Answer could be something less, and how every year we pay down existing debt and have additional development which lessens the tax rate.

McBain stated to give ourselves another week. He suggested the committee talk to their neighbors and friends and get their suggestions.

Bryan Ermeling suggested we send this out one week before taxes get mailed out.

White stated worth the money to send as a separate document.

7. Agenda for Next Meeting.

Jordan asked when the next newsletter goes out. Donner stated our regular newsletter will go out after the 1st of year.

Ermeling questioned if there is still plans to move all voting to the municipal center. Wallenkamp stated still looking at square footage needed and can have at next meeting. Wodalski stated to remember the central count area needed for absentee ballots. We should have two locations for absentee ballots and one for voting. Wallenkamp stated it will be smaller and 1 large room.

8. Next Meeting Date:

9. Remarks from Meeting Participants

None.

PUBLIC COMMENTS

None.

ADJOURN

Motion by Brian Bushnell, second by Barb Ermeling to adjourn at 6:27 p.m.

Mark Maloney, Village President
Keith Donner, Village Administrator
Valerie Parker, Recording Secretary

DRAFT